UNITED
NATIONS

A

General Assembly

Distr.
GENERAL

A/AC.237/27
11 February 1993

ORIGINAL: ENGLISH

INTERGOVERNMENTAL NEGOTIATING COMMITTEE
FOR A FRAMEWORK CONVENTION ON CLIMATE CHANGE
Seventh session
New York, 15-19(20) March 1993
Item 3(a) of the provisional agenda

PROCEDURAL, INSTITUTIONAL AND LEGAL MATTERS

(a) RULES OF PROCEDURE OF THE CONFERENCE OF THE PARTIES

Note by the secretariat

Article 7, paragraph 2(k) and paragraph 3 of the Convention, from which task C.1 of the INC work plan is derived (see A/AC.237/24, paragraph 44), provide that the Conference of the Parties shall "agree upon and adopt, by consensus, rules of procedure ... for itself and for any subsidiary bodies" and that its rules of procedure and those of the subsidiary bodies established by the Convention shall be adopted "at its first session."

In order to assist the Committee in preparing rules of procedure for adoption by the Conference of the Parties, the secretariat has drawn up a set of draft rules (attached). (Financial rules will be taken up separately, in connection with arrangements for the permanent secretariat.)

These draft rules are derived from the rules of procedure of the Basel Convention on the Control of Transboundary Movements of Hazardous Wastes and their Disposal which are the most recent set of rules of procedure for a conference of the parties. They, in turn, are based on precedent, reflecting, most notably, the rules of procedure of the United Nations' General Assembly, the Governing Council of the United Nations Environment Programme, the Vienna Convention for the Protection of the Ozone Layer, and the Montreal Protocol on Substances that Deplete the Ozone Layer. This draft has also taken into consideration the Rules of Procedure of the Intergovernmental Negotiating Committee for a Framework Convention on Climate Change, when appropriate.

In the present draft, changes to the Basel model have been made in order to reflect the particular needs and the language of the Framework Convention on Climate Change. Additions and amendments are underlined therein; omissions are indicated by empty square brackets. Articles mentioned in this draft correspond to those of the Climate Change Convention.

The draft sets out decision-making procedures for matters not covered in the Convention as provided in Article 7, paragraph 3 (see Rule 41) but does not endeavour to specify which decisions might require specified majorities.

The draft provides that rules of procedure of the Conference of the Parties shall apply *mutatis mutandis* to subsidiary bodies.

GE.93-60248
93-11782

DRAFT RULES OF PROCEDURE

Rules of procedure of the Conference of the Parties to the
United Nations Framework Convention on Climate Change

I. PURPOSES

Rule 1

These rules of procedure shall apply to any session of the Conference of the Parties to the Convention convened in accordance with article 7 of the Convention.

II. DEFINITIONS

Rule 2

For the purposes of these rules:

1. "Convention" means the **United Nations Framework Convention on Climate Change, adopted at New York on 9 May 1992 and opened for signature in Rio de Janeiro on 4 June 1992**;

2. "Parties" means Parties to the Convention;

3. "Conference of the Parties to the Convention" means the Conference of the Parties established in accordance with article 7 of the Convention;

4. **"Session" means any ordinary or extraordinary session** of the Conference of the Parties convened in accordance with Article 7 of the Convention.

5. "**Regional** [ ] economic integration organization" means an organization defined in article 1, paragraph 6, of the Convention;

6. "President" means the President elected in accordance with rule 22, paragraph 1, of the present rules of procedure;

7. "Secretariat" means the **permanent secretariat** designated [ ] by the Conference of the Parties to the Convention in accordance with paragraph 3 of article 8 of the Convention;

III. PLACE OF SESSIONS

Rule 3

The **sessions** of the Conference of the Parties shall take place at the seat of the Secretariat, unless other appropriate arrangements are made by the Secretariat in consultation with the Parties.

IV. DATES OF SESSIONS

Rule 4

1. Ordinary **sessions** of the Conference of the Parties shall be held every year, unless the **Conference of the Parties** decides otherwise.

2. At each ordinary session, the Conference **of the Parties** shall decide on the date and duration of the next ordinary **session**.

3. Extraordinary **sessions** of the Conference of the Parties shall be convened at such times as may be deemed necessary by the Conference of the Parties, or at the written request of any Party, provided that, within six months of the request being communicated to them by the Secretariat, it is supported by at least one third of the Parties.

4. In the case of an extraordinary **session** convened at the written request of a Party, it shall be convened not more than ninety days after the date at which the request is supported by at least one third of the Parties in accordance with paragraph 3 of this rule.

Rule 5

The Secretariat shall notify all Parties of the dates and venue of a **session** at least two months before the **session is convened**.

V. OBSERVERS

Rule 6

1. **The United Nations, its specialized agencies and the International Atomic Energy Agency, as well as any State member thereof or observers thereto not Party to the Convention, may be represented at sessions of the Conference of the Parties as observers.**[1]

---

[1] **See article 7, paragraph 6 of the Convention.**

2. Such observers may, upon invitation of the President, and if there is no objection from at least one third of the Parties present, participate without the right to vote in the proceedings of any **session**.

Rule 7

1. **Any body or agency, whether national or international, governmental or non-governmental, which is qualified in matters covered by the Convention and which has informed the secretariat of its wish to be represented at a session of the Conference of the Parties as an observer may be so admitted unless at least one third of the Parties present at the session object.**[2]

2. Such observers may, upon invitation of the President, and if there is no objection from at least one third of the Parties present, participate without the right to vote in the proceedings of any **session** in matters of direct concern to the body or agency they represent.

Rule 8

The Secretariat shall notify the abovementioned entities of any session so that they may be represented by observers.

VI. AGENDA

Rule 9

In agreement with the President, the Secretariat shall prepare the provisional agenda of each **session**.

Rule 10

The provisional agenda of each ordinary **session** shall include, **as appropriate**;

1. **Items arising from the articles of the Convention, including those specified in Article 7 therein**;

2. Items the inclusion of which has been decided at a previous **session**;

3. Items referred to in rule 16 of the present rules of procedure;

4. Any item proposed by a Party **and received by the Secretariat** before the **provisional** agenda is circulated.

---

2 **See article 7, paragraph 6 of the Convention**

5. The **proposed** budget as well as all questions pertaining to the accounts and financial arrangements.

Rule 11

The provisional agenda, together with supporting documents, for each ordinary **session** shall be distributed by the Secretariat to the Parties at least **six weeks** before the opening of the **session**.

Rule 12

The Secretariat shall, with the agreement of the President, include any question suitable for the agenda which may arise between the dispatch of the provisional agenda and the opening of the **session** in a supplementary provisional agenda, which the **Conference of the Parties** shall examine together with the provisional agenda.

Rule 13

The **Conference of the Parties** when adopting the agenda may add, delete, defer or amend items. Only items which are considered by the **Conference of the Parties** to be urgent and important may be added to the agenda.

Rule 14

The provisional agenda for an extraordinary **session** shall consist only of those items proposed for consideration in the request for the holding of the extraordinary **session**. It shall be distributed to the Parties at the same time as the invitation to the extraordinary **session**.

Rule 15

The Secretariat shall report to the **Conference of the Parties** on the administrative and financial implications of all substantive agenda items submitted to the **session**, before they are considered by it. Unless the **Conference of the Parties** decides otherwise, no such item shall be considered until at least forty-eight hours after the **Conference of the Parties** has received the Secretariat's report on the administrative and financial implications.

Rule 16

Any item of the agenda of an ordinary **session**, consideration of which has not been completed at the **session**, shall be included automatically in the agenda of the next ordinary **session**, unless otherwise decided by the Conference of the Parties.

VII. REPRESENTATION AND CREDENTIALS

Rule 17

Each Party participating in the **session** shall be represented by a delegation consisting of a head of delegation and such other accredited representatives, alternate representatives and advisers as **it** may require.

Rule 18

An alternate representative or an adviser may act as a representative upon designation by the head of delegation.

Rule 19

The credentials of representatives and the names of alternate representatives and advisers shall be submitted to the **Secretariat** if possible not later than twenty-four hours after the opening of the **session**. Any later change in the composition of the delegation shall also be submitted to the **Secretariat**. The credentials shall be issued either by the Head of State or Government or by the Minister of Foreign Affairs or, in the case of a **regional** [ ] economic integration organization, by the competent authority of that organization.

Rule 20

The **Bureau** of any **session** shall examine the credentials and submit **its** report to the **session**.

Rule 21

Pending a decision of the **Conference of the Parties** upon their credentials, representatives shall be entitled to participate provisionally in the session.

VIII. OFFICERS

Rule 22

1. At the commencement of the first **meeting** of each ordinary **session**, a President, three Vice-Presidents and a Rapporteur shall be elected from among the representatives of the Parties present at the **session**. They will serve as the Bureau of

the **session**. [ ] **Each of the five regional groups shall be represented by one member**. [3] **The offices of President and Rapporteur shall normally be subject to rotation among the five regional groups**. [ ]

2. The President, three Vice-Presidents and the Rapporteur elected at an ordinary **session** shall remain in office until their successors are elected at the next ordinary **session** and shall serve in that capacity at any intervening extraordinary **sessions**. [ ] One or more of these officers may be re-elected for one further consecutive term.

3. The President shall participate in the **session** in that capacity and shall not at the same time exercise the rights of a representative of a Party. In such a case, the President or the Party concerned shall designate another representative who shall be entitled to represent the Party in the **session** and to exercise the right to vote.

Rule 23

1. In addition to exercising the powers conferred upon him elsewhere by these rules, the President shall declare the opening and closing of the **session**, preside at the **meetings** of the **session**, ensure the observance of these rules, accord the right to speak, put questions to the vote and announce decisions. The President shall rule on points of order and, subject to these rules, shall have complete control of the proceedings and over the maintenance of order thereat.

2. The President may propose to the Conference of the Parties the closure of the list of speakers, a limitation on the time to be allowed to speakers and on the number of times each representative may speak on a question, the adjournment or the closure of the debate and the suspension or the adjournment of a **meeting**.

3. The President, in the exercise of his functions, remains under the authority of the Conference of the Parties.

Rule 24

If the President is temporarily absent from **a meeting** or any part thereof, he shall designate a Vice-President to act as President.

Rule 25

If an officer of the Bureau resigns or is otherwise unable to complete his term of office or to perform his functions, a representative of the same Party shall be named by the Party concerned to replace him for the remainder of his mandate.

---

3 **See Rule 4 of the INC/FCCC Rules of Procedure.**

Rule 26

At the first **meeting** of each ordinary **session**, the President of the previous ordinary **session**, or in his absence, a Vice-President, shall preside until the meeting has elected a President for the **session**.

IX. SUBSIDIARY BODIES

Rule 27

1. **In addition to the subsidiary bodies established under the Convention, the Conference of the Parties may establish such subsidiary bodies, including committees and working groups, it deems necessary for the implementation of the Convention**.

2. The **Conference of the Parties** may decide that **any** such **subsidiary bodies** may meet in the period between ordinary **sessions**.

3. Unless otherwise decided by the **Conference of the Parties**, the Chairman for each such **subsidiary body** shall be elected by the **Conference of the Parties**. The **Conference of the Parties** shall determine the matters to be considered by each such body and may authorize the President, upon the request of the Chairman of a **subsidiary body**, to adjust the allocation of work.

4. Without prejudice to paragraph 3 of this rule, **each subsidiary body** shall elect its own officers.

5. A majority of the Parties designated by the **Conference of the Parties** to take part in the **subsidiary body** shall constitute a quorum, but in the event of the **subsidiary body** being open-ended, one quarter of the Parties to the Convention shall constitute a quorum.

6. Unless otherwise decided by the **Conference of the Parties** these rules shall apply *mutatis mutandis* to the proceedings of **all subsidiary bodies**, except that:

(a) The Chairman of a **subsidiary body** may exercise the right to vote; and

(b) Decisions of **subsidiary bodies** shall be taken by a majority of the Parties present and voting, except that the reconsideration of a proposal or of an amendment to a proposal shall require the majority established by rule 39.

X. SECRETARIAT

Rule 28

1. The head of the [ ] Secretariat of the Convention shall be the Secretary-General of **the Conference of the Parties**. He, or his representative, shall act in that capacity in all **sessions** of the **Conference of the Parties** and of **subsidiary bodies**.

2. The Secretary-General shall provide and direct the staff required by the **Conference of the Parties** or **subsidiary bodies**.

Rule 29

The Secretariat shall, in accordance with these rules:

(a) Arrange for interpretation at the **session**;

(b) Receive, translate, reproduce and distribute the documents of the **session**;

(c) Publish and circulate the official documents of the **session**;

(d) Make and arrange for keeping of sound recordings of the **session**;

(e) Arrange for the custody and preservation of the documents of the **session** [ ]; and

(f) Generally perform all other work that the **Conference of the Parties** may require in **light of article 8 of the Convention**.

XI. CONDUCT OF BUSINESS

Rule 30

1. **Meetings of the Conference of the Parties** shall be held in **public**, unless the **Conference of the Parties** otherwise decides.

2. **Meetings of the subsidiary bodies shall be held in private unless the Conference of the Parties otherwise decides**.

Rule 31

The President **shall** declare a **meeting** of the **Conference of the Parties** open, permit the debate to proceed and have any decisions taken when representatives of at least two thirds of the Parties **to the Convention** are present.

Rule 32

1. No one may speak at a **meeting of the Conference of the Parties** without having previously obtained the permission of the President. Without prejudice to rules 33, 34, 35 and 37, the President shall call upon speakers in the order in which they signify their desire to speak. The Secretariat shall be in charge of drawing up a list of speakers. The President may call a speaker to order if his remarks are not relevant to the subject under discussion.

2. The **Conference of the Parties** may, on a proposal from the President or from any Party, limit the time allowed to each speaker and the number of times each representative may speak on a question. Before a decision is taken, two representatives may speak in favour of and two against a proposal to set such limits. When the debate is limited and a speaker exceeds the allotted time, the President shall call him to order without delay.

Rule 33

The Chairman or rapporteur of **a subsidiary body** may be accorded precedence for the purpose of explaining the conclusions arrived at by his **subsidiary body**.

Rule 34

During the discussion of any matter, a representative may at any time raise a point of order which shall be decided immediately by the President in accordance with these rules. A representative may appeal against the ruling of the President. The appeal shall be put to the vote immediately and the ruling shall stand unless overruled by a majority of the Parties present and voting. A representative may not, in raising a point of order, speak on the substance of the matter under discussion.

Rule 35

Any motion calling for a decision on the competence of the **Conference of the Parties** to discuss any matter or to adopt a proposal or an amendment to a proposal submitted to it shall be put to the vote before the matter is discussed or a vote is taken on the proposal or amendment in question.

Rule 36

Proposals and amendments to proposals shall normally be introduced in writing by the Parties and handed to the Secretariat, which shall circulate copies to delegations. As a general rule, no proposal shall be discussed or put to the vote at any **meeting** unless copies of it have been circulated to delegations not later than the day preceding the **meeting**. The President may, however, permit the discussion and consideration of amendments to proposals or of procedural motions even though these amendments or motions have not been circulated or have been circulated only the same day.

Rule 37

1. Subject to rule 34, the following motions shall have precedence, in the order indicated below, over all other proposals or motions:

(a) To suspend a **meeting**;

(b) To adjourn a **meeting**;

(c) To adjourn the debate on the question under discussion; and

(d) For the closure of the debate on the question under discussion.

2. Permission to speak on a motion falling within (a) to (d) above shall be granted only to the proposer and, in addition, to one speaker in favour of and two against the motion, after which it shall be put immediately to the vote.

Rule 38

A proposal or motion may be withdrawn by its proposer at any time before voting on it has begun, provided that the motion has not been amended. A proposal or motion withdrawn may be reintroduced by any other Party.

Rule 39

When a proposal has been adopted or rejected, it may not be reconsidered at the same **session**, unless the **Conference of the Parties**, by a two-thirds majority of the Parties present and voting, decides in favour of reconsideration. Permission to speak on a motion to reconsider shall be accorded only to the mover and one other supporter, after which it shall be put immediately to the vote.

XII. VOTING

Rule 40

1. Except as provided for in paragraph 2 of this rule, each Party shall have one vote.

2. **Regional** economic integration organizations, in matters within their competence, shall exercise their right to vote with a number of votes equal to the number of their member States that are Parties **to the Convention**. Such **an organization** shall not exercise **its** right to vote if any of its member States exercises **its** right, and vice versa.

Rule 41

1. The Parties shall make every effort to reach agreement on all matters of substance by consensus. If all efforts to reach consensus have been exhausted and no agreement reached, the decision shall, as a last resort, be taken by a two-thirds majority vote of the Parties present and voting, unless otherwise provided by the Convention, the present rules of procedure, or the financial rules referred to in paragraph 2(k) of Article 7 of the Convention.

2. Decisions of **the Conference of the Parties** on matters of procedure shall be taken by a simple majority vote of the Parties present and voting.

3. If the question arises whether a matter is one of **a** procedural or substantive nature, the President shall rule on the question. An appeal against this ruling shall be put to the vote immediately and the President's ruling shall stand unless overruled by a majority of the Parties present and voting.

4. If on matters other than elections a vote is equally divided, a second vote shall be taken. If this vote is also equally divided, the proposal shall be regarded as rejected.

5. For the purposes of these rules, the phrase "Parties present and voting" means Parties present at the **meeting** at which voting takes place and casting an affirmative or negative vote. Parties abstaining from voting shall be considered as not voting.

Rule 42

If two or more proposals relate to the same question, the **Conference of the Parties**, unless it decides otherwise, shall vote on the proposals in the order in which they have been submitted. The **Conference of the Parties** may, after each vote on a proposal, decide whether to vote on the next proposal.

Rule 43

Any representative may request that any parts of a proposal or of an amendment to a proposal be voted on separately. If objection is made to the request for division, the President shall permit two representatives to speak, one in favour of and the other against the motion, after which it shall be put immediately to the vote.

Rule 44

If the motion referred to in rule 43 is adopted, those parts of a proposal or of an amendment to a proposal which are approved shall then be put to the vote as a whole. If all the operative parts of a proposal or amendment have been rejected the proposal or amendment shall be considered to have been rejected as a whole.

Rule 45

A motion is considered to be an amendment to a proposal if it merely adds to, deletes from, or revises parts of that proposal. An amendment shall be voted on before the proposal to which it relates is put to the vote, and if the amendment is adopted, the amended proposal shall then be voted on.

Rule 46

If two or more amendments are moved to a proposal, the **Conference of the Parties** shall first vote on the amendment furthest removed in substance from the original proposal, then on the amendment next furthest removed therefrom, and so on, until all amendments have been put to the vote. The President shall determine the order of voting on the amendments under this rule.

Rule 47

Voting, except for election, shall normally be by show of hands. A roll-call vote shall be taken if one is requested by any Party. It shall be taken in the English alphabetical order of the names of the Parties participating in the **session**, beginning with the Party whose name is drawn by lot by the President. However, if at any time a Party requests a secret ballot, that shall be the method of voting on the issue in question.

Rule 48

The vote of each Party participating in a roll-call vote shall be recorded in the relevant documents of the **session**.

Rule 49

After the President has announced the beginning of voting, no representative shall interrupt the voting except on a point of order in connection with the actual conduct of the voting. The President may permit the Parties to explain their votes, either before or after the voting. The President may limit the time to be allowed for such explanations. The President shall not permit the proposer of a proposal or of an amendment to a proposal to explain his vote on his own proposal or amendment, except if it has been amended.

Rule 50

All elections shall be held by secret ballot, unless otherwise decided by the **Conference of the Parties.**

Rule 51

1. If, when one person or one delegation is to be elected, no candidate obtains in the first ballot a majority of the votes cast by the Parties present and voting, a second ballot restricted to the two candidates obtaining the largest number of votes shall be taken. If in the second ballot the votes are equally divided, the President shall decide between the candidates by drawing lots.

2. In the case of a tie in the first ballot among three or more candidates obtaining the largest number of votes, a second ballot shall be held. If a tie results among more than two candidates, the number shall be reduced to two by lot and the balloting, restricted to them, shall continue in accordance with the procedure set forth in paragraph 1 of this rule.

Rule 52

1. When two or more elective places are to be filled at one time under the same conditions, those candidates, not exceeding the number of such places, obtaining in the first ballot the largest number of votes and a majority of the votes cast by the Parties present and voting shall be deemed elected.

2. If the number of candidates obtaining such majority is less than the number of persons or delegations to be elected, there shall be additional ballots to fill the remaining places, the voting being restricted to the candidates obtaining the greatest number of votes in the previous ballot, to a number not more than twice the places remaining to be filled, provided that, after the third inconclusive ballot, votes may be cast for any eligible person or delegation.

3. If three such unrestricted ballots are inconclusive, the next three ballots shall be restricted to the candidates who obtained the greatest number of votes in the third of the unrestricted ballots, to a number not more than twice the places remaining to be filled, and the following three ballots thereafter shall be unrestricted, and so on until all the places have been filled.

XIII. LANGUAGES

Rule 53

1. The official languages of the **Conference of the Parties** shall be Arabic, Chinese, English, French, Russian and Spanish.

2. **The official languages of the subsidiary bodies shall be English, French and Spanish**.

Rule 54

1. Statements made in an official language shall be interpreted into the other official languages.

2. A representative may speak in a language other than an official language if he provides for interpretation into one such official language.

Rule 55

Official documents of the **sessions** shall be drawn up in one of the official languages and translated into the other official languages.

XIV. SOUND RECORDS OF THE SESSIONS OF THE CONFERENCE OF THE PARTIES

Rule 56

Sound records of the **sessions of the Conference of the Parties**, and whenever possible of **the subsidiary bodies**, shall be kept by the Secretariat in accordance with the practice of the United Nations.

XV. AMENDMENTS TO RULES OF PROCEDURE

Rule 57

1. These rules of procedure may be amended by consensus by the Conference of the Parties.

2. Paragraph 1 of this rule shall likewise apply in case the Conference of the Parties deletes an existing rule of procedure or adopts a new rule of procedure.

XVI. OVERRIDING AUTHORITY OF THE CONVENTION

Rule 58

In the event of any conflict between any provision of these rules and any provision of the Convention, the Convention shall prevail.

UNITED NATIONS

A

General Assembly

Distr.
GENERAL

A/AC.237/28
10 March 1993

ORIGINAL: ENGLISH

INTERGOVERNMENTAL NEGOTIATING COMMITTEE
FOR A FRAMEWORK CONVENTION ON CLIMATE CHANGE
Seventh session
New York, 15-19(20) March 1993
Item 6 of the provisional agenda

REVIEW OF THE ACTIVITIES OF THE INTERIM SECRETARIAT, INCLUDING REVIEW OF EXTRABUDGETARY FUNDS

Note by the Executive Secretary

CONTENTS

		Paragraph	Page
I.	CURRENT ACTIVITIES OF THE INTERIM SECRETARIAT	1 - 32	1
	A. "Clearing-house" activities1/	1 - 22	1
	B. Information and training programme	23 - 25	5
	C. Cooperation with UNEP/WMO Information Unit on Climate Change	26 - 30	5
	D. Development of data processing capacities	31	6
	E. Information on relevant activities of the United Nations system	32	6
II.	ADMINISTRATIVE AND BUDGETARY MATTERS	33 - 41	7
III.	EXTRABUDGETARY FUNDS	42 - 44	9

1/ This section is relevant to item 2(b) of the provisional agenda.

93-12825

I. CURRENT ACTIVITIES OF THE INTERIM SECRETARIAT

A. "Clearing house" activities

1. At its sixth session, the Committee requested the Executive Secretary "to explore the best way of organizing a "clearing house" for the exchange of information and experience on relevant technical and financial co-operation activities, bilateral and multilateral, including greenhouse gas inventories and country studies, and to report to the Committee" (A/AC.237/24, para. 51).

2. The clearing house function can be considered as a support function for the task assigned to the Conference of the Parties (COP) by Article 12.7 of the Convention, which reads:

> "From its first session, the Conference of the Parties shall arrange for the provision to developing country Parties of technical and financial support, on request, in compiling and communicating information under this Article, as well as in identifying the technical and financial needs associated with proposed projects and response measures under Article 4. Such support may be provided by other Parties, by competent international organizations and by the secretariat, as appropriate."

3. This function is also related to Articles 8.2(c) and 12.4, as well as to paragraphs 8 and 9 of General Assembly resolution 47/195.

4. In exploring how best to organize this function, the Executive Secretary has consulted a number of other international secretariats involved in work on climate change: United Nations Development Programme (UNDP), United Nations Environment Programme (UNEP), World Meteorological Organization (WMO), Global Environment Facility (GEF), Intergovernmental Panel on Climate Change (IPCC) and Organization for Economic Co-operation and Development (OECD). This note draws upon those consultations. The views and proposals advanced are those of the Executive Secretary.

(i) Scope of a clearing house

5. Some definition of the scope of a clearing house would be needed to give focus to the use of limited resources, at least initially. National country studies on climate change could be an appropriate field for the clearing house to cover. This would respond to current needs of developing countries in relation to the Convention and of sources of multilateral and bilateral financing and technical cooperation.

6. National country studies can be described as efforts to collect data, assess vulnerability and identify options for national action to mitigate and adapt to climate change. They provide a background and source of inputs for national decisions on policies and measures and for the elaboration of national projects for external support. These decisions, in turn, form the basis for the communication of information to the COP under Article 12 of the Convention. However, the studies themselves constitute a preliminary phase and are not part of the formal obligations under the Convention.

7. Consequently, the exchange of information through a clearing house on national country studies should be distinguished from the communication of information under Article 12.

8. Two complementary types or levels of activity for a clearing house on national country studies may be identified and are briefly described below:

(a) A system for exchanging information relating to national country studies, for the purpose of facilitating and coordinating external support for such studies;

(b) Arrangements for evaluating experience relating to national country studies, for the purpose of improving practice in carrying them out.

(ii) Information exchange system

9. Support for national country studies will be facilitated by information on studies completed, in progress and planned, presented in such a way as to show gaps in the coverage of countries and subjects. This "demand-side" information, which could seek to cover all developing countries and countries with economies in transition, should be complemented by information on the supply of technical and financial support from developed countries listed in Annex II to the Convention. These two flows of information, if kept up to date, will help to match demand with supply and support efforts at coordination.

10. Information in the system could be structured in four blocks, related to:

a) Inventories of greenhouse gas emissions and sinks and other relevant national data;

b) Impacts and adaptation measures;

c) Mitigation measures, including economic analyses and greenhouse gas abatement costing studies; and

d) Research, systematic observation, education, training and other related activities.

11. In addition, the system could include summaries of results of completed national studies or parts of studies in all countries, developing and developed. Information on the methodologies used and the addresses of national contact points would be provided.

12. Sources of the information included in the system would be governments and international organizations. Information from the system would be openly available.

13. In a further phase of the system, information pertaining to activities in specific sectors (such as energy, transport, industry, agriculture, forestry and waste management) could be provided, if needed.

14. A number of technical alternatives are available to realize the system. Hence, a careful systems analysis will have to be undertaken to identify the most practical and cost-effective solution, taking into account structures of existing information systems. Effective data processing and dissemination of data to users would be important features of the system. Information would be available electronically, on diskette and in hard copy.

(iii) Evaluation of experience

15. A continuing assessment and evaluation exercise could usefully draw upon and complement the information exchange system. It could improve the way national country studies are carried out and the quality of their outputs. Such a feedback process would strengthen the basis for sound decision-making at each stage of the study process and the subsequent development of climate change activities in response to the Convention. Transparency and comparability of studies would help to build confidence in and between countries.

16. The need to develop guidelines and methodologies for the various components of the national country study process is recognized. This would help both supporting and implementing countries, as would the availability of criteria and parameters to evaluate the degree of success of a study and its utility for policy-makers. Improvements in the quality of data would be achieved as well.

(iv) Organizational arrangements

17. An information exchange system as described above would best be organized and operated as part of the central support for the Convention. In operating the system, sensitivity to the nature of commitments under the Convention would be important, as would links with national government departments and agencies engaged in the Convention process.

18. The availability of data processing capacities and efficient telecommunication services are key locational criteria. A further locational criterion is the proximity of collaborating organizations.

19. It may be envisaged to place the information exchange system under the auspices of the interim secretariat and later the Convention secretariat. The interim secretariat is currently developing its data processing capacities, supported by extrabudgetary funding for this purpose, and is looking forward to drawing upon those of the Department for Policy Co-ordination and Sustainable Development in Geneva. Its location in Geneva places the interim secretariat in close proximity to WMO and IPCC, as well as some relevant elements of UNEP.

20. In setting up this system, full account must be taken of the capacities and needs of concerned entities, in particular of the related work undertaken by UNEP for IPCC. UNEP regularly updates a report on the status of country studies, available in hard copy; the most recent was circulated in November 1992. Discussions are under way between the interim secretariat and UNEP on the feasibility of a joint project to establish and operate an information exchange system located in Geneva.

21. Collaborative arrangements for evaluating experience in undertaking country studies could best be made by organizations undertaking and/or financing such studies, notably UNDP, UNEP, GEF, IPCC and OECD. Regular meetings of these organizations could be held for this purpose. Sources of bilateral support for country studies may also be involved. The Scientific and Technical Advisory Panel of the GEF may have a role to play in providing a framework for this process. The interim secretariat would be in touch with the evaluation process but would not be a leading actor.

22. The Executive Secretary would welcome the reactions of the Committee to these views and to the work in progress. The next steps would include costings for the purpose of fund-raising.

B. Information and training programme

23. A brief description of this programme, which has been developed by the interim secretariat and the United Nations Institute for Training and Research (UNITAR), in collaboration with the GEF, IPCC and UNDP, was given to the Committee at its sixth session (A/AC.237/22, paras. 32 - 34). The overall objective of the programme is to strengthen the capacities of developing and other countries to implement the Convention. The Committee requested the Executive Secretary to pursue the programme (A/AC.237/24, para. 52).

24. A proposal for the one-year pilot phase of the programme was submitted for financing through the GEF. In the context of the GEF, the proposal is being treated as a possible UNDP project. This proposal has been reviewed in January 1993 by the Scientific and Technical Advisory Panel of the GEF (STAP), and in February 1993 by the Implementation Committee of the GEF. These reviews recognised the importance of this type of capacity-building project for the implementation of the Convention. At each stage of review, a number of comments were made leading to further refinement of the proposal.

25. A recasting of the proposal is underway to take into account the substantive comments made by the GEF partners. It is expected that the project will be included in the Fifth Tranche of the GEF programme that will be reviewed by the GEF Participants' Meeting in May 1993. It is hoped that the pilot phase of the programme will be launched early in the second half of 1993. Meanwhile, work will continue in collaboration with other partners on curriculum development and on contacts with countries that could host the workshops envisaged for the pilot phase.

C. Cooperation with UNEP/WMO Information Unit on Climate Change

26. A close working relationship has been established between the UNEP/WMO Information Unit on Climate Change (IUCC) and the interim secretariat of the Convention in a joint effort to contribute to the accomplishment of the Convention's objectives. Collaboration in the following areas is under way:

27. Joint documentation centre: Such a centre will raise the quality of the information services offered to Governments, NGOs, researchers and other users. Work has already been advanced on a unified computerized catalogue of the holdings of both bodies. A joint publication, entitled "Information on Documentation Databases" (A/AC.237/Misc. 24), was made available at the sixth session of the Committee. It will be updated for the eighth session. In addition, the possibility of sharing premises and the services of a full-time documentalist/librarian is being pursued.

28. Wide Area Network: The linking of the documentation centre and the respective computer local area networks in a wide area network will greatly improve the ability of IUCC and the interim secretariat to service the information needs of Governments and other partners via electronic links. The active participation of other parties, in particular IPCC and GEF, is being sought.

29. Climate Change Newsletter: IPCC is a third partner in this venture. The Newsletter will improve the availability of information on climate change activities in the United Nations system, drawing on a wide range of contributors. The Newsletter will publish a system-wide calendar of climate change events. The first issue of the Newsletter is planned for the second quarter of 1993.

30. Production of information and training materials: IUCC will produce videos, manuals and training materials in support of various activities, including the information and training programmes described in section II.B above. IUCC will also produce the Convention in booklet form for wide dissemination, together with a brochure and kit folder.

D. Development of data processing capacities

31. With a grant of US$210,000 from Switzerland, the interim secretariat is undertaking a project to develop its expertise in managing data and exchanging information relevant to the Convention. The project outputs include a local area network within the secretariat, linkages with other institutional partners through a wide area network, electronic mail capabilities for communication with focal points in Governments and other interlocutors, and work on data bases. This project is meant to enable the secretariat to respond to needs arising from the implementation of the Convention. It is relevant to the activities mentioned in sections I.A, I.B and I.C above.

E. Information on relevant activities of the United Nations system

32. In pursuance of General Assembly resolution 47/195, paras. 8 and 9, the interim secretariat plans to convene a meeting of United Nations system entities having activities related to the Convention, with a view to obtaining information on these activities for the Committee. This information will broaden and up-date that conveyed to the Committee at its sixth session in document A/AC.237/22. The meeting will also be an occasion to identify existing or possible joint efforts, potential strengthening of activities and areas that might benefit from improved coordination. Some key intergovernmental and non-governmental organizations will also be invited to attend. A report will be submitted to the eighth session of the Committee.

II. ADMINISTRATIVE AND BUDGETARY MATTERS

33. In the context of the current restructuring of the United Nations Secretariat, it is expected that the secretariat of the Committee will be designated as the interim secretariat of the Convention and attached to the newly-established Department of Policy Coordination and Sustainable Development (DPCSD). The designation of the interim secretariat of the Convention would be in accordance with Article 21.1 of the Convention and with General Assembly resolution 47/195, para. 11.

34. The secretariat of the Intergovernmental Negotiating Committee for the Elaboration of an International Convention to Combat Desertification, located in Geneva, will also be attached to the DPCSD. Other Geneva-based elements of the Department include data management and administrative services, that will be available to support the climate change and desertification secretariats. The proximity of these two secretariats will permit mutual support arrangements, which have already started. In addition, there are expected to be opportunities for the climate change secretariat to draw upon other staff resources of the Department.

35. The United Nations Office at Geneva (UNOG) is seeking suitable office premises to be shared by the Geneva-based elements of the DPCSD. One option being explored is for these to be located in the building known as the Geneva Executive Centre, where various units of UNEP will also be located. This option is supported by an offer of the Swiss authorities to provide space in that building to the interim secretariat free of rent.2/ Location of the interim secretariat of the Convention in the same premises as relevant elements of UNEP will encourage collaboration in work on climate change.

36. Budgetary provisions for the interim secretariat will be determined in the framework of the DPCSD. At time of writing, the revised estimates for the remainder of 1993 have yet to be approved by the General Assembly. It is possible that the consideration of these estimates by the General Assembly will be going on while the Committee is meeting. The proposals before the Assembly deal with staff resources for the DPCSD as a whole, without identifying any additional posts to be allocated to the interim secretariat of the Convention. Such allocation will be derived from a subsequent determination of needs within the DPCSD itself. It is consequently not possible at this stage to state with certainty what will be the response to the request by the General Assembly that the Secretary-General strengthen the secretariat established by its resolution 45/212 so that it may function as the interim secretariat of the Convention and provide adequate support to the evolving work of the Committee (General Assembly resolution 47/195, para. 11).

2/ Under the Swiss offer, the units relocated to the Geneva Executive Centre will be expected to pay the same amount of rent being charged for their present office space. Since the interim secretariat is not paying rent for its offices in the Petit-Saconnex Annex of UNOG, it will not be charged rent for the new premises.

37. The present staffing situation of the secretariat is as follows. In December 1992, the General Assembly approved a "maintenance budget" for the secretariat until 31 March 1993. This provided for five professional staff (1 D.2; 1 D.1; 1 P.4; 1 P.3 and 1 P.2) and four general service staff.3/ In addition, WMO continues to provide one D.1 and two general service staff; Norway and Sweden have extended for a further twelve months their support for one L.2 position (Legal Assistant); and support by France for another L.2 position (Scientific Assistant) will continue until June 1993. UNEP is expected to resume the staff support which it had made available during the negotiation of the Convention by seconding a legal officer from the middle of this year; this officer has already been made available to help service the sixth and seventh sessions of the Committee. Furthermore, the Netherlands is to finance one L.6 position (Scientific Officer) for approximately three years from April 1993.

38. This staffing situation is presented in tabular form below:

Present staff resources of the interim secretariat, classified by level and source of funding

	Regular budget provision to 31 March 1993	Other sources	Total
D.2	1		1
D.1/L.6	1	2 (WMO; bilateral)	3
P.5	-		-
P.4	1	1 (UNEP)4/	2
P.3	1		1
P.2/L.2	1	2 (bilateral)	3
Total	5	5	10
GS	4	2 (WMO)	6

3/ Provision for general service staff is actually two below the current complement. These two positions have been financed out of extrabudgetary funds and overheads.

4/ The level of the UNEP post is to be confirmed.

39. Broadly speaking, the staff available to the secretariat until now has enabled it to organize and support the negotiating process. Its main substantive expertise has been in legal advice and drafting. As indicated in the report of the Secretary-General to the General Assembly, the substantive needs of the interim phase will require new skills related to the implementation of the Convention; a nucleus of these skills should be established within the interim secretariat (A/47/466, paras. 29 - 31). This judgement was explicitly supported by the Committee at its sixth session (A/AC.237/24, para. 49). The work programme adopted by the Committee at that session confirms the view that new expertise will be required within the secretariat to support the Committee's work on preparations for the communication and review of information (Task A in its work plan) and on the implementation of the arrangements for the financial mechanism and the provision of technical and financial support to developing country Parties (Task B). At present, the only new staff resource available to meet these needs is the scientific officer to be financed by the Netherlands. It is hoped that the outcome of current deliberations on the allocation of staff resources within DPCSD will result in the provision of posts that will enable the interim secretariat to obtain the new skills required with immediate effect. These in-house skills would be supplemented by external expertise on a consultancy basis and by collaborative arrangements with other organizations.

40. A further question still under consideration by the General Assembly is the provision of resources to the interim secretariat for non-staff costs. In the past, this provision has had to be supplemented by drawing upon the trust fund for the negotiating process. One cost that has had to be repeatedly met from that fund is that of servicing the sessions of the Committee held outside Geneva. The regular provision for staff travel has not been adequate to cover additional costs on this account.

41. Once new arrangements are made for the administration of the interim secretariat within the framework of the DPCSD, it will be possible to seek improvements in such arrangements in the light of past experience. This is especially important in relation to the administration of extrabudgetary funds.

III. EXTRABUDGETARY FUNDS

42. A report on the operation of the two extrabudgetary funds established under General Assembly resolution 45/212, paras. 10 and 20, was provided to the Committee at its sixth session (A/AC.237/23 and Add.1 and Corr.1). The annexes to the present note show the current status of pledges and receipts for the two funds.

43. The commitments from the special voluntary fund for financing participation in the Committee's sessions up to the sixth session, including provision for programme support costs at 13 per cent, amount to an estimated US$2.5 million. It is estimated that the costs of financing participation in the seventh session will be around US$500,000. In addition, the estimate of the cost of funding participation in the eighth session is US$600,000.

44. As reported to the sixth session, support for the participation of delegates from certain countries of Central and Eastern Europe continues to be provided on the basis of additional contributions from the Government of Switzerland, amounting to some US$84,000.

Annex 1

CONTRIBUTIONS TO SUPPORT THE PARTICIPATION OF DEVELOPING COUNTRIES
Status of contributions as of 8 March 1993a/

A. Contributions to Special Voluntary Fund
(General Assembly resolution 45/212, paragraph 10)

Contributor	Pledge (outstanding)	Receipt (or in pipeline)b/
Austria (x3)		$US 40,000 8 August 1991 $US 25,000 28 August 1991 $US 25,000
Canada (x2)		$US 30,085.16 29 March 1991 $US 84,745.76b/
Commission of the European Communities (x2)		$US 63,580 27 August 1992 ($US 60,000)
Denmark (x3)	$US 80,000	$US 100,000 23 April 1991 $US 50,000 4 March 1992 $US 74,985.00 24 November 1992
Finland		$US 104,866.77 20 March 1991

a/ Figures in brackets are approximate equivalents in United States dollars.

b/ Where the date of receipt is not given, payment has been reported but the secretariat has not yet received a copy of the receipt issued by United Nations Headquarters.

Contributor	Pledge (outstanding)	Receipt (or in pipeline)b/
France (x6)	FF 300 000 ($US 54 000)	$US 34,782.61 16 April 1991 $US 36,413.29 25 November 1991 $US 18,065.21 27 January 1992 $US 59,642.15 25 September 1992 $US 62,500
Germany (x4)c/	DM 210,000 ($US 131,250)	$US 100,000 27 August 1991 $US 32,292.12 July 1992 $US 150,505.27 11 September 1992
Greece		$US 10,000b/
Ireland		$US 10,000 3 July 1991
Netherlands (x2)		$US 150,000 12 September 1991 $US 59,007 15 December 1992
Norway (x4)	NOK 100,000 ($US 15,000)	$US 49,985 23 March 1991 $US 31,048.14 27 November 1991 $US 15,309.50 1 December 1992
Spain (x3)		$US 54,644.80 15 April 1991 $US 19,612.84 3 January 1992 $US 48,058 14 May 1992

c/ An offer of DM 50,000 by Germany late in 1992 could not be taken up on account of procedural difficulties.

Contributor	Pledge (outstanding)	Receipt (or in pipeline)
Sweden (x3)		$US 86,058.51 14 March 1991 $US 85,873.76 19 February 1992 $US 79,048.30 30 December 1992
Switzerland[d/] (x2)		$US 210,896.31 10 April 1991 $US 58,394.16
Turkey		$US 3,000 5 April 1991
United Kingdom of Great Britain and Northern Ireland (x5)	stg. 40,000 ($US 68,000)	$US 43,312.50 4 April 1991 $US 50,682 10 September 1991 $US 35,959 21 September 1992 $US 53,961 22 September 1992
United States of America (x3)		$US 50,000 18 June 1991 $US 100,000 June 1992 $US 50,000 5 October 1992
World Meteorological Organization		$US 34,698.13 20 April 1991
Totals	**$US 348,250.00**	**$US 2,542,012.29**
TOTAL FINANCE THROUGH SPECIAL VOLUNTARY FUND (approx.)		**$US 2,900,000.00**

d/ See also para. 44 of this document.

B. Other contributions made to or in consultation with the secretariat

Contributor	Pledge (outstanding)	Receipt (or in pipeline)b/
Japan		$US 200,000e/
United Nations Development Programme		($US 100,000)f/
TOTAL		**$US 300,000**

e/ Contributions paid from the Japanese Trust Fund for International Cooperation for Development to finance travel to and participation in pre-session seminars and training activities.

f/ Offered to participants from 20 developing countries selected by UNDP

Annex 2

CONTRIBUTIONS TO SUPPORT THE TRUST FUND FOR THE NEGOTIATING PROCESS
(General Assembly resolution 45/212, paragraph 20)
Status of contributions as of 8 March 1993a/

Contributor	Pledge (outstanding)	Receipt (or in pipeline)b/
Australia	$Aus 25,000 ($US 17,000)	
Commission of the European Communities (X2)		$US 63,580 27 August 1992 ($US60,000)
France		$US 18,065.21 27 January 1992
Netherlands		$US 31,018.04 13 July 1992
Norway (X2)		$US 15,341.40 30 April 1992 $US 15,309.50 1 December 1992
Switzerland (x3)		$US 34,734.28 5 February 1992 $US 149,985 14 July 1992 US$ 210,000c/ 28 January 1993
United Kingdom of Great Britain and Northern Ireland (x2)		$US 52,629.53 $US 46,266.41 27 January 1993
United States of America	US$ 250,000	
Totals	**($US 267,000)**	**$US 696,929.37**
TOTAL FINANCE THROUGH TRUST FUND (approx.)		**$US 964,000.00d/**

a/ Figures in brackets are approximate equivalents in United States dollars.

b/ Where the date of receipt is not given, payment has been reported but the secretariat has not yet received a copy of the receipt issued by United Nations Headquarters.

c/ See para. 31 of this document.

d/ A payment of US$ 86,000 from Japan has been reported. The allocation of this amount to one or other fund is being clarified.

UNITED
NATIONS

A

General Assembly

Distr.
GENERAL

A/AC.237/29
5 March 1993

ORIGINAL: ENGLISH

INTERGOVERNMENTAL NEGOTIATING
COMMITTEE FOR A FRAMEWORK
CONVENTION ON CLIMATE CHANGE
Seventh session
New York, 15-19(20) March 1993
Item 1 (b) of the provisional agenda

PROVISIONAL AGENDA AND ANNOTATIONS, INCLUDING SUGGESTIONS FOR THE ORGANIZATION OF WORK: ADOPTION OF THE AGENDA

Note by the Executive Secretary

The attached letter (see annex) has a bearing on the work of the Committee at its current and future sessions. It is suggested that the implications of this letter, in particular its last paragraph, could be considered by the Committee in connection with item 5 of the provisional agenda.

ANNEX

Letter dated 1 March 1993 from the Chairman of the Intergovernmental Panel on Climate Change addressed to the Chairman of the Committee

As I informed the Committee in December 1992, the Intergovernmental Panel on Climate Change (IPCC) is in the process of deciding on its work-plan for the next two and a half years. It has decided to complete its Second Assessment of the issue of climate change by September 1995. It has further decided to prepare a special report for the first session of the Conference of the Parties to the Framework Convention on Climate Change (COP-1), expecting it to take place in the latter part of 1994 or in early 1995; this special report will be on issues of importance for the agenda items for the session and should be completed in mid-1994.

The IPCC Working Group I has accordingly decided to prepare four chapters for the special report on:

a. carbon cycle

b. atmospheric chemistry

c. atmospheric aerosols

d. radiative forcing.

Furthermore, work is in progress to develop a comparable methodology or methodologies for the assessment of greenhouse gases sources and sinks in order to provide common means to be used by those countries wishing to do so in the preparation of their reports to the first session of the Conference of the Parties. It should, however, be emphasized that this is not an easy task. The IPCC is, obviously, anxious to present methods that have been tested and are scientifically acceptable and is attempting to do its best in meeting the needs implicit in the Convention text. A report on this subject is expected in early 1994.

So far, there have been no plans by the reorganized IPCC Working Group II to initiate similar early assessments. The reorganized IPCC Working Group III will not have its first meeting until early May this year and will therefore hardly be in a position to complete any reviews to be included in the special report for COP-1.

The IPCC is presently modifying its review procedures for carrying out scientific/technical assessments, making them more stringent, and these procedures will necessarily require more time. This is, however, most important in order to assure that the final IPCC assessments are credible in the eyes of the scientific community and accordingly of best possible use to policy makers in the activities within the Committee and later the Conference of the Parties to the Convention.

I reaffirm that the IPCC is anxious to respond as well as possible to the views and requests from the Committee. But I also wish to inform the delegates here that work on any assessments that are not envisaged in the plan described above (namely the IPCC Second Assessment Report and the special report for COP-1) must begin immediately after the next IPCC session (Geneva, 29-30 June 1993), if they are to be part of the special report. Also, requests for extensive assessments can hardly be completed in time.

I know that the Committee may not conclude its discussions relevant to, for example, the methodologies for greenhouse gases sources and sinks until August 1993. Nevertheless, the IPCC and I would be grateful if any requests or indications thereof from the Committee can be transmitted to the IPCC by the end of May this year in order to permit discussions and a decision at the next session of the IPCC in June.

(Signed) Bert BOLIN
Chairman, IPCC